



User manual

- Edition 1 -

(Last updated: 03/12/2015)

Prolog

mail2cms is the email import solution for umbraco 7.1+. With this package you can import emails into cms umbraco. This emails can be saved as content nodes and the attachments as media nodes. You can import automatically all new emails in a mailbox with a scheduler or you can select single emails per right click context menu and save this mails under the chosen content or media node.

mail2cms is easy to configure, supports a dynamic mapping and most of the default umbraco datatypes. mail2cms use the best MIME parser on the market. It support IMAP, POP3, SSL and is fully compatible with Office 365, Gmail and others.

This package will create entirely new possibilities in umbraco!

For example in addition to the basic functionality, mail2cms can be used to realize the following things:

- gives marketing agencies and other external service providers the opportunity to integrate images and text directly in Umbraco per mail.
- send an e-mail to Umbraco to create and publish a new post in your blog.
- implement a mail reply interface.
- and much more...

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1. System requirements

mail2cms version 1.0.0 was tested with the following umbraco versions using Microsoft SQL Server:

- 7.1.6
- 7.1.7
- 7.1.8
- 7.1.9
- 7.2.0
- 7.2.1
- 7.2.2

mail2cms has not been tested with mySQL now!

YOU USE THE PROGRAM AT YOUR OWN RISK.

2. Install

1. Go to developer section in umbraco
2. Open „Packages“ tree und click on „Install local package“
3. Choose the file „mail2cms_1.0-beta.zip“ (You can download this file here: #todo)
4. Click on „Load Package“

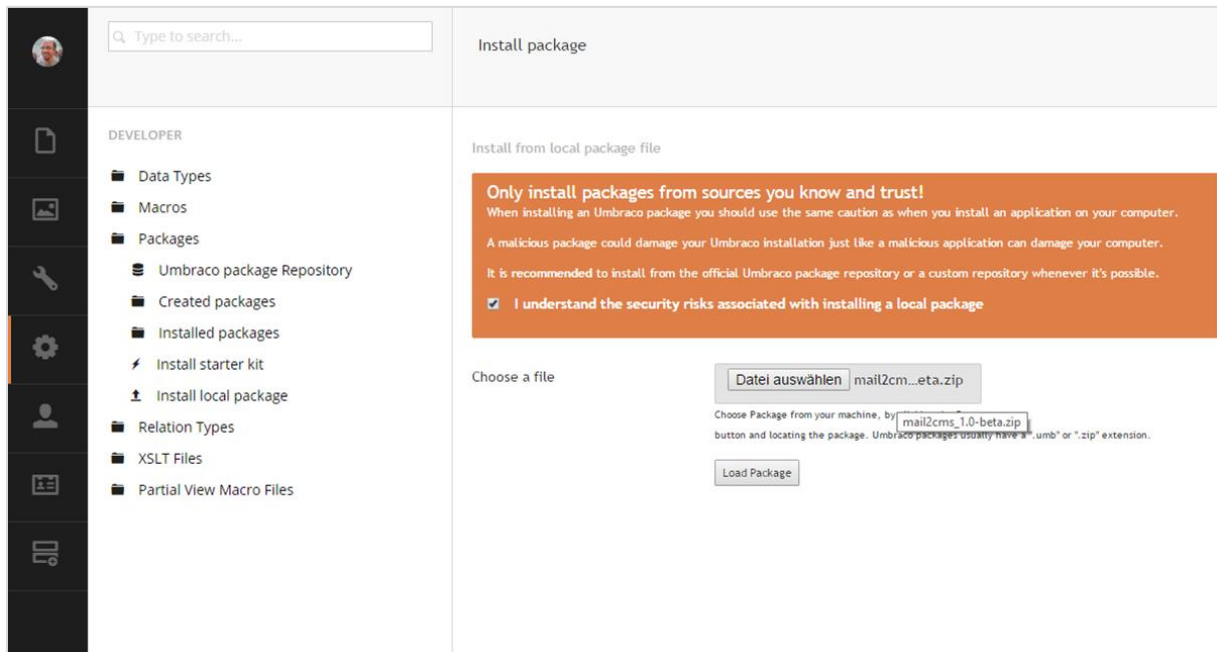


Figure 1: Load package

5. Select checkbox for accept license
6. Click on „Install package“ and wait.

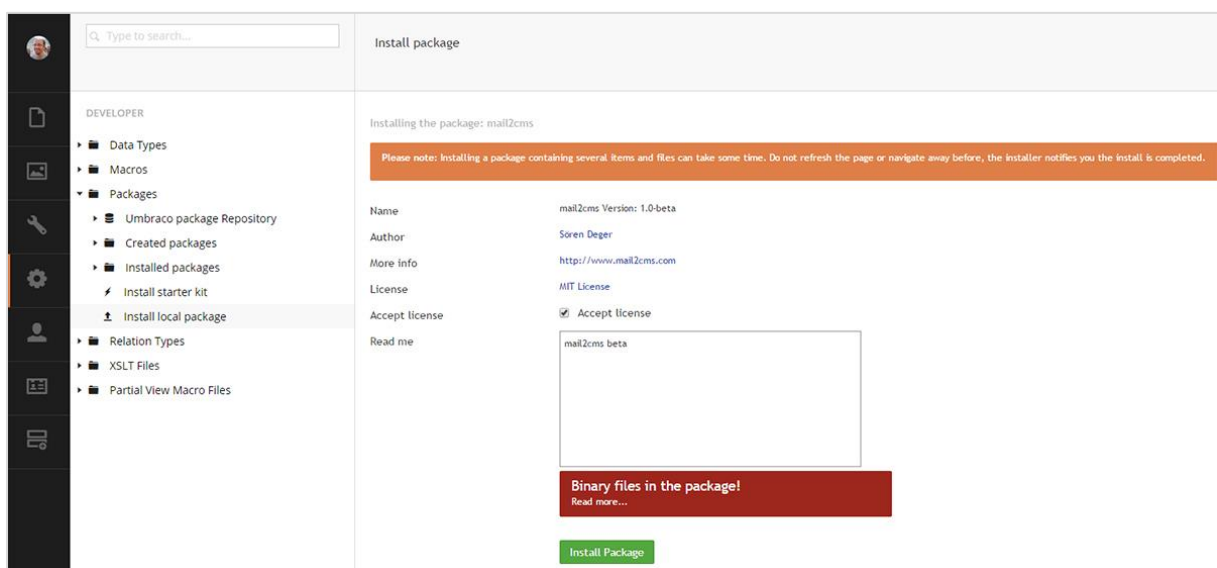


Figure 2: Install package

7. Now you should see the new mail2cms section in the left bar. If not, go to user section, activate mail2cms section for your user, save and press F5.

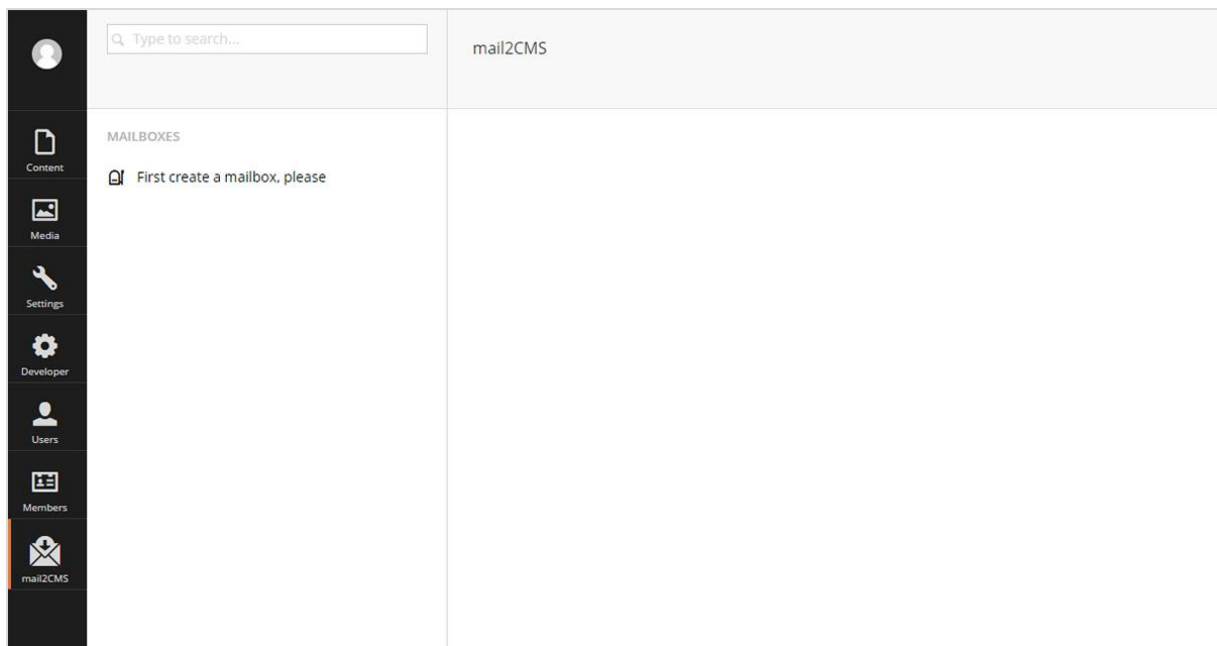


Figure 3: Clean mail2cms section after install

3. Quick start

The following are minimum configuration is described to be able to use mail2cms.

1. Go to mail2cms section
2. Open the context menu of **MAILBOXES** and choose **Create**

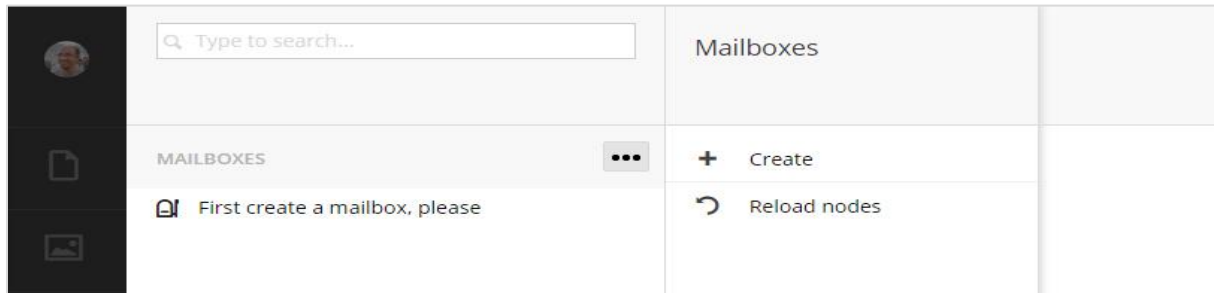


Figure 4: Create mailbox context menu

3. Enter the credentials for your e-mail account and the data of the e-mail server (see chapter 4.2) and click on **Save**

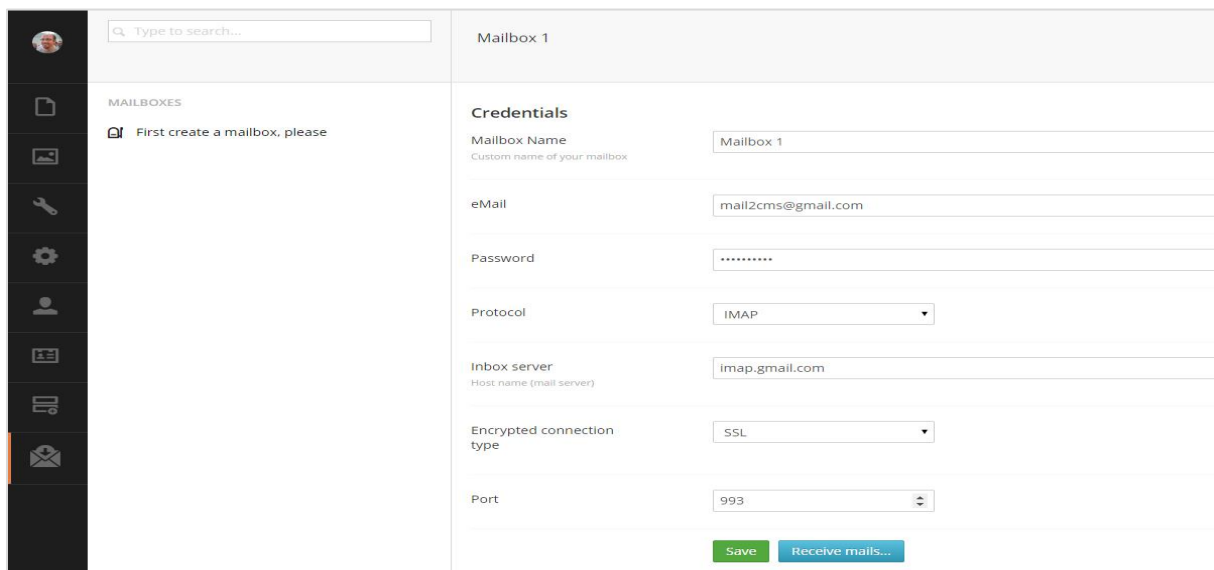


Figure 5: Enter mailbox credentials

4. Reload **MAILBOXES** and open **Mapping** node under your new created mailbox.

5. Go to Section dropdown field and select **Content & Media**

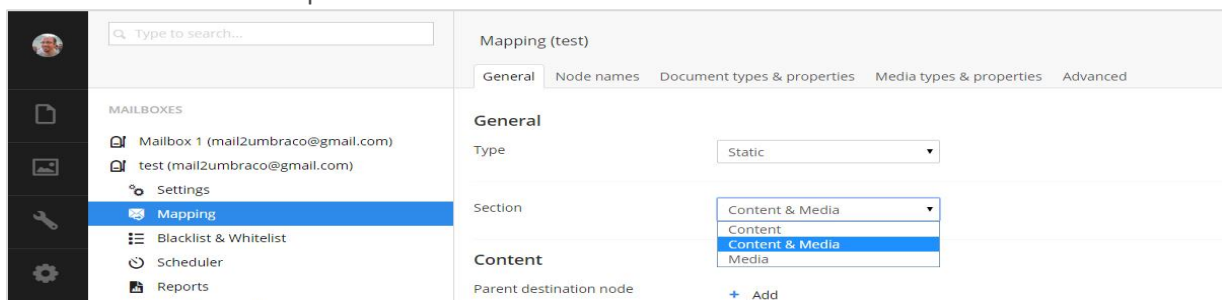


Figure 6: Mapping –Static–Select Content & Media

6. Go to **Document types & properties** tab and choose document type **mail2cms_email**
7. Assign all properties as shown in the following illustration:

The screenshot shows the 'Mapping (Mailbox 1)' configuration page. The left sidebar lists 'MAILBOXES' with 'Mailbox 1 (mail2umbraco@gmail.com)' selected. The 'Mapping' option is highlighted. The main panel has tabs for 'General', 'Node names', 'Document types & properties', 'Media types & properties', and 'Advanced'. The 'Document types & properties' tab is active. Under 'Document type', 'Choose document type' is set to 'mail2cms_email'. Under 'Properties', the following mappings are shown: 'Mapping subject to' is 'subject', 'Mapping text to' is 'bodyText', 'Mapping sender to' is 'from', 'Mapping receiver to' is 'to', 'Mapping CC to' is 'cc', 'Mapping BCC to' is 'bcc', 'Mapping list of attachments to' is 'attachements', and 'Mapping datetime of mail to' is 'ImportDate' (highlighted in the dropdown menu). A 'Save' button is at the bottom right.

Figure 7: Mapping –Static –Document types & properties

8. Go to **Media types & properties** tab and choose med type **mail2cms_email**
9. Assign the media types and properties as shown in the following illustration:

The screenshot shows the 'Mapping (test)' configuration page. The left sidebar is the same as in Figure 7. The main panel has tabs for 'General', 'Node names', 'Document types & properties', 'Media types & properties', and 'Advanced'. The 'Media types & properties' tab is active. Under 'Images', 'Choose media type' is 'Image', 'Mapping upload image to' is 'umbracoFile', and 'Limitations' is 'No limitations'. Under 'FilesS', 'Choose file type' is 'File', 'Mapping upload file to' is 'umbracoFile', and 'Limitations' is 'No limitations'.

Figure 8: Mapping –Static –Media types & properties

10. Click on **Save**

Now, mail2cms is configured for the first mailbox and can be used with right-click context menu in content and media section (see chapter 11 & 12).

4. Create a mailbox

In mail2cms you can create an unlimited number of mailboxes. You can also create two or more mailboxes in mail2cms for the same email address, but with different configurations.

1. Open the context menu of „MAILBOXES“ and choose „Create“

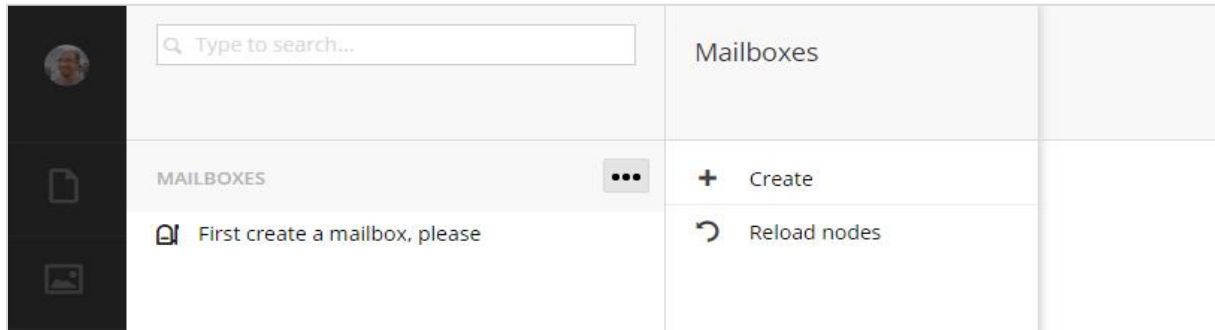


Figure 9: Create mailbox context menu

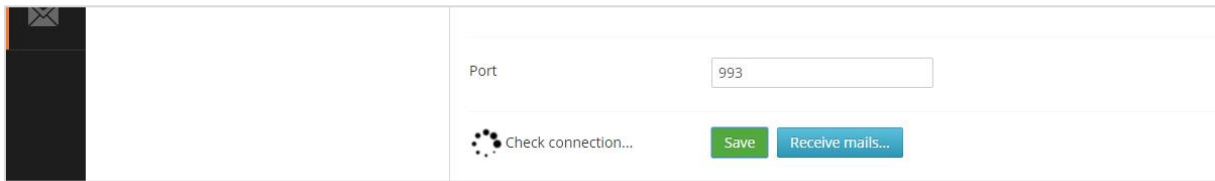
2. Now you can enter the credentials for your e-mail account and the data of the e-mail server:

- a. Mailbox name: Custom name of your mailbox
- b. eMail: Your email dress
- c. Password: Password for your email adress
- d. Protocol: IMAP or POP3
***Hint:** We recommend to use IMAP, because mail2cms with IMAP provides more options.*
- e. Inbox server: Address of your inbox server (i.e. „imap.gmail.com“)
- f. Encrypted connection type: None or SSL
- g. Port: Port number of inbox server (i.e. 993)

The screenshot shows the 'Mailbox 1' configuration form in mail2cms. The left sidebar is the same as in Figure 9. The main area is titled 'Mailbox 1' and contains a 'Credentials' section. This section has several input fields: 'Mailbox Name' (with a hint 'Custom name of your mailbox'), 'eMail', 'Password' (masked with dots), 'Protocol' (a dropdown menu showing 'IMAP'), 'Inbox server' (with a hint 'Host name (mail server)'), 'Encrypted connection type' (a dropdown menu showing 'SSL'), and 'Port' (a spinner box showing '993'). At the bottom of the form are two buttons: 'Save' (green) and 'Receive mails...' (blue).

Figure 10: Enter mailbox credentials

3. Click on „Save“ and wait... mail2cms now tries to connect to the mail server with the entered credentials.



Port


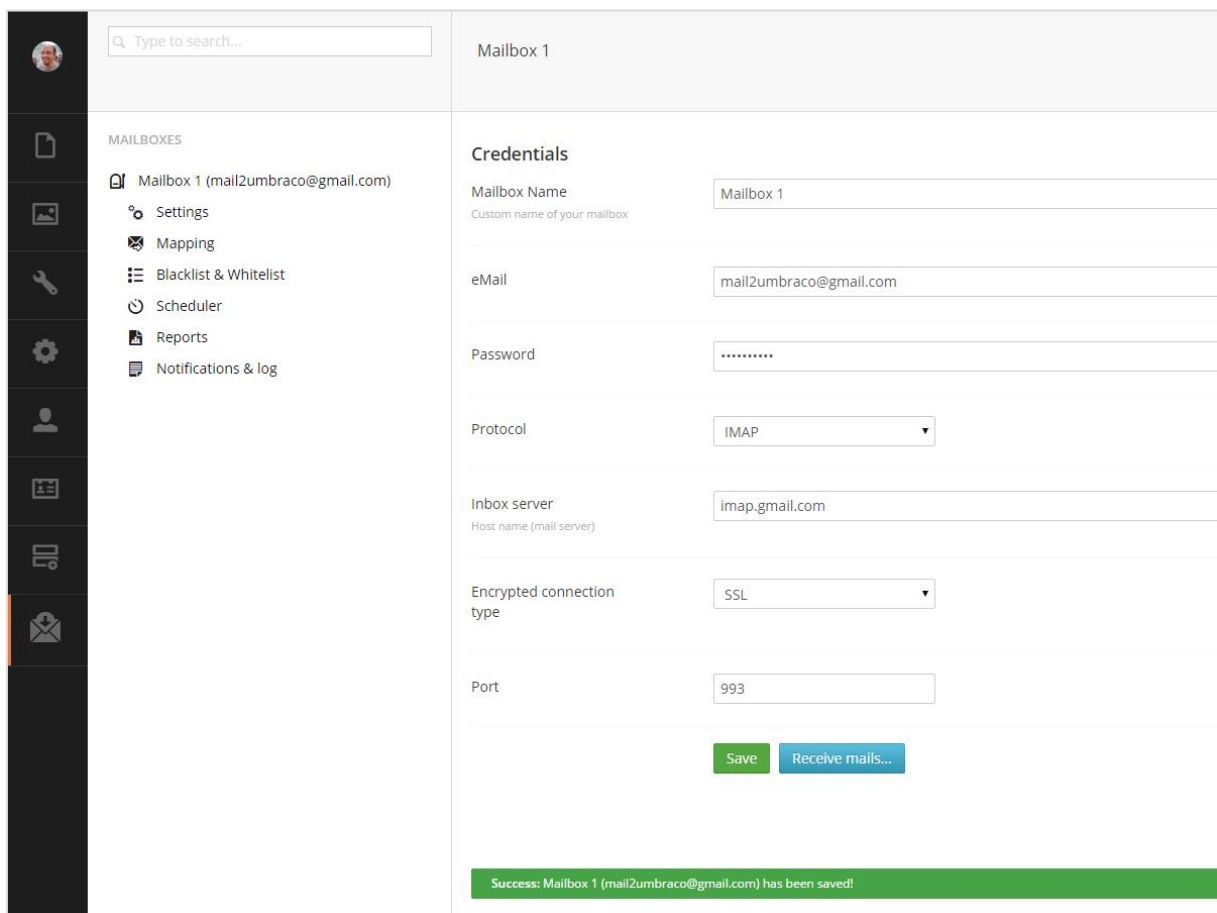
 Check connection...

Figure 11: Auto connection check on save

4. The mailbox is saved when the check was successful. If everything is going wrong you see another notification and the mailbox aren't saved.

Hint: If you are sure that you have enter the correct credentials but the connection check failed, please read the chapter „Troubleshooting“.

5. You must reload the mail2cms tree to see the new mailbox. Open the context menu on „MAILBOXES“ and choose „Reload nodes“. Now, the new one should be shown.



Mailbox 1

Credentials

Mailbox Name
Custom name of your mailbox

eMail

Password

Protocol

Inbox server
Host name (mail server)

Encrypted connection type

Port

Success: Mailbox 1 (mail2umbraco@gmail.com) has been saved!

Figure 12: Newly created mailbox with subnodes

With the Button **Receive mails...** you can receive & import the emails from your mailbox. This works only if the mailbox, settings and mapping is configured correctly. Information about the minimum configuration, you can read in chapter **Quick start**.

5. Settings

The available functions depend on the selected protocol (IMAP or POP3) in the mailbox.

5.1 IMAP settings

5.1.1 Import settings

- a. Inbox: Name of mailbox folder
***Hint:** if empty, mail2cms automatically select the default inbox folder*
- b. Status to import emails:
- Unseen & Seen (all): all mails in mailbox be imported
 - Unseen: only mails with status “unseen” be imported
 - Seen: only mails with status “seen” be imported

5.1.2 Actions after import

- a. New status of mail after import: You can specify whether the status of an e-mail to be changed automatically after import:
- **Unseen:** update status of mail to “unseen” after import
 - **Seen:** update status of mail to “seen” after import
 - **Unchanged:** don’t change status of mail after import
- b. Action after import: mail2cms can perform certain actions after importing the imported mails:
- **Move:** imported mails are moved to another folder in your mailbox. In the input field “Move email into folder” you must enter the name of folder.
 - **Delete:** imported mails are deleted in mailbox.
 - **Forward:** imported mails are forwardet to another emailadsress. This emailaddress you can enter in the field “Forward email to”. You can also insert a text for the forwarding mail in input field “Text of forwarding email”.
 - **Reply:** you can enter a text for the reply mail in input field “Text of reply email”. With this action every sender from an imported mail receives automatically an reply email on import.
 - **Forward & reply:** Combination of action “Forward” and “Reply”.

***Hint:** mail2cms use the smtp settings in web.config for sending emails.*

5.1.3 Backup

- a. Backup emails: Imported emails are saved as .eml file in the following folder:
\\media\\mail2cms\\backup

Q Type to search...

MAILBOXES

Mailbox 1 (mail2umbraco@gmail.com)

Settings

Mapping

Blacklist & Whitelist

Scheduler

Reports

Notifications & log

Settings (Mailbox 1)

Import settings

Inbox folder: Project_Inbox
Name of inbox folder on server

Status to import mails: Unseen
unseen = only unseen mails are imported; seen = only seen mails are imported; unseen & seen = all mails are imported

Actions after import

New status of mails after import: Seen

Action after import: Reply

Text of reply email: Thank you for your message! We will soon get in touch with them.
Best regard

Backup

Backup emails? ☐

Save

Figure 13: IMAP settings

5.2 POP3-Settings

5.2.1 Actions after import

a. Action after import:

mail2cms can perform certain actions after importing the imported mails:

- **Delete:** imported mails are deleted in mailbox.
- **Forward:** imported mails are forwardet to another emailadress. This emailaddress you can enter in the field "Forward email to". You can also insert a text for the forwarding mail in input field "Text of forwarding email".
- **Reply:** you can enter a text for the reply mail in input field "Text of reply email". With this action every sender from an imported mail receives automatically an reply email on import.
- **Forward & reply:** Combination of action "Forward" and "Reply".

Hint: mail2cms use the smtp settings in web.config for sending emails.

5.2.2 Backup

a. Backup emails:

Imported emails are saved as .eml file in the following folder:

\media\mail2cms\backup

Settings (Mailbox 1)

Import settings

Actions after import

Action after import: Forward & reply

Forward email to: info@myheimarbeit.de

Text of forwarding email: Forwarded from mail2cms:

Text of reply email: Thank you for your message! We will soon get in touch with them.

Backup

Backup emails? ☒

Save

Figure 14: POP3 settings

5.3 Save settings

If you will click on "Save" consider whether the Inbox is reached and saved the settings.

6. Mapping

You can configure here among other things, the association of e-mail data to content and media and document and media types.

6.1 Static mapping

This is the simplest way to import emails in umbraco. “Static” means, that emails are saved under a static defined content node and the attachments, if you activate this option, are saved under a static defined media node.

6.1.1 General – General

- | | |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Type: | Static or Dynamic: choose “Static” to use static mapping |
| b. Section: | Section to save the imported emails: <ul style="list-style-type: none">- Content: only meta data and text of email will be saved. Attachments or embedded images will not be saved.- Content & Media: meta data, text of email and attachments (and embedded images) will be saved.- Media: only attachments and embedded images will be saved. |

6.1.2 General - Content

This is hidden if you have choose **Media** in **Section** (see 6.1.1 b)).

- | | |
|-----------------------------|--------------------------------------------------------------------------------------------------------------|
| a. Parent destination node: | Content Picker to choose the parent node in content section to save emails. |
| b. Use auto date folders: | If true it will automatically create year, month, and day folders under the parent node to store the emails. |
| c. Auto publish | If true the new content nodes for every email will be published after import. |

The screenshot displays the Umbraco Mapping configuration for Mailbox 1. The interface is divided into a left sidebar and a main content area. The sidebar, under the 'MAILBOXES' heading, lists various settings: Mailbox 1 (mail2umbraco@gmail.com), Settings, Mapping (highlighted), Blacklist & Whitelist, Scheduler, Reports, and Notifications & log. The main content area is titled 'Mapping (Mailbox 1)' and features several tabs: General, Node names, Document types & properties, Media types & properties, and Advanced. The 'General' tab is active, showing the following configuration options: 'Type' is set to 'Static'; 'Section' is set to 'Content'; 'Parent destination node' is set to 'Blog' (indicated by a plus icon and the text 'Blog'); 'Use auto date folders' is checked; and 'Auto publish' is checked. A green 'Save' button is located at the bottom right of the configuration area.

Figure 15: Mapping – Static – Content

6.1.3 General - Media

This is hidden if you have chosen **Content** in **Section** (see 6.1.1 b)).

- a. Parent destination node: Media Picker to choose the parent node in media section to save attachments and embedded images of emails.
- b. Use auto date folders: If true it will automatically create year, month, and day folders under the parent node to store the attachments and embedded images of emails.
- c. Use unique related contentId folders: If true it will automatically create an unique folder for every imported email in media section.

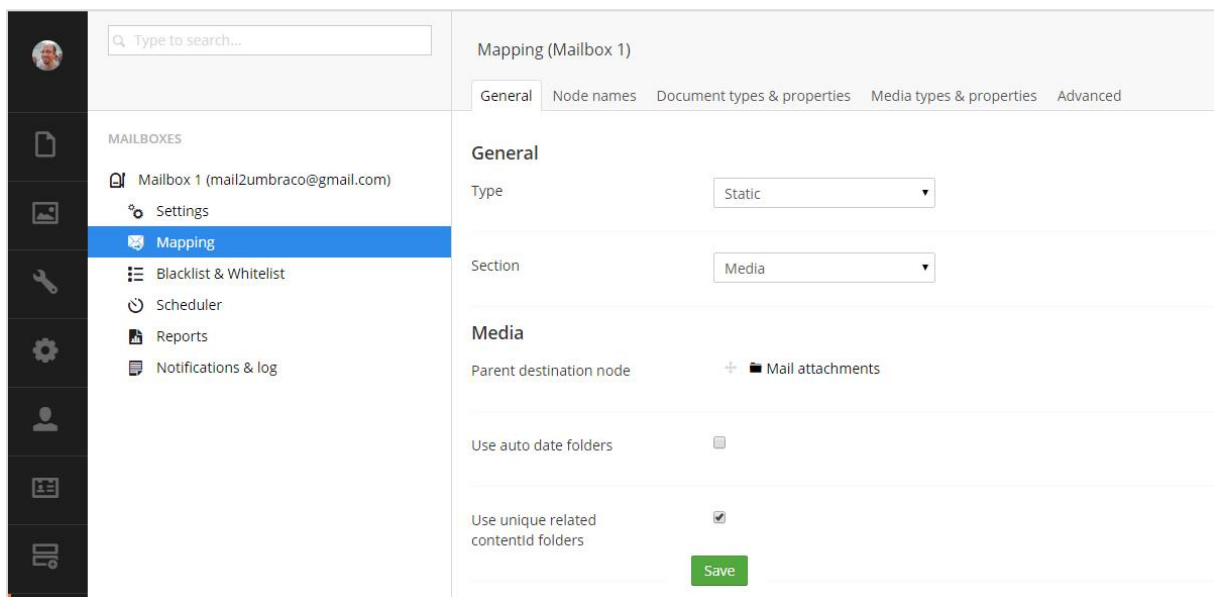


Figure 16: Mapping – Static – Media

6.1.4 Node names

You can define how the node name to be composed.

- a. eMail: Node name for content nodes. This field is hidden if you have chosen **Media** in **Section** (see 6.1.1 b)). The following terms are available:
 - **Current number**: sequential number underneath the parent node
 - **Sender**: email address of sender (from)
 - **Receiver**: email address of receiver (to)
 - **Subject**: subject of email
 - **Name of mailbox**: name of mailbox (see 4.2.a))
 - **Email sender date**: date and time of sending
 - **Import date**: date and time of importing into umbraco
- b. Attachments: Node name for media nodes. This field is hidden if you have chosen **Content** in **Section** (see 6.1.1 b)). The following terms are available:
 - **Filename**: Filename of attachment or embedded image
 - **Related contentId**: works only if you have chosen

Content & Media in Section (see 6.1.1 b)

- **Attachment number:** sequential number of attachment in a specific email.
- **Sender:** email address of sender (from)
- **Receiver:** email address of receiver (to)
- **Subject:** subject of email
- **Name of mailbox:** name of mailbox (see 4.2.a))
- **Email sender date:** date and time of sending
- **Import date:** date and time of importing into umbraco

Mapping (Mailbox 1)

General Node names Document types & properties Media types & properties Advanced

eMail

[#currentNumber] - [#subject]

Current number Sender Receiver Subject Name of mailbox eMail sender date Import Date

Attachments

[#attachmentNumber] - [#subject]

Filename Related contentId Attachment number Sender Receiver Subject Name of mailbox eMail sender date Import Date

Save

Figure 17: Mapping –Static - Node names

6.1.5 Document types & properties

You can choose which document types to be used to store the emails and in which properties the data is to be stored. This function is not available if you have chosen **Media** in **Section** (see 6.1.1 b)).

a. Document type: Select any existing document type of your choice.

***Hint:** mail2cms comes with a default document type (mail2cms_email). This document type contains properties for all available data of emails.*

b. Properties: You can assign the most important data of emails to the properties of the selected document type.

The following data can be assigned:

- **subject:** subject of email
- **text:** detect automatically html if available, otherwise clean text
- **sender:** email address of sender (from)
- **receiver:** email address of receiver (to)
- **CC:** copy field of email
- **BCC:** blind copy field of email
- **attachments:** only comma separated list of file names
- **datetime:** date and time of sending

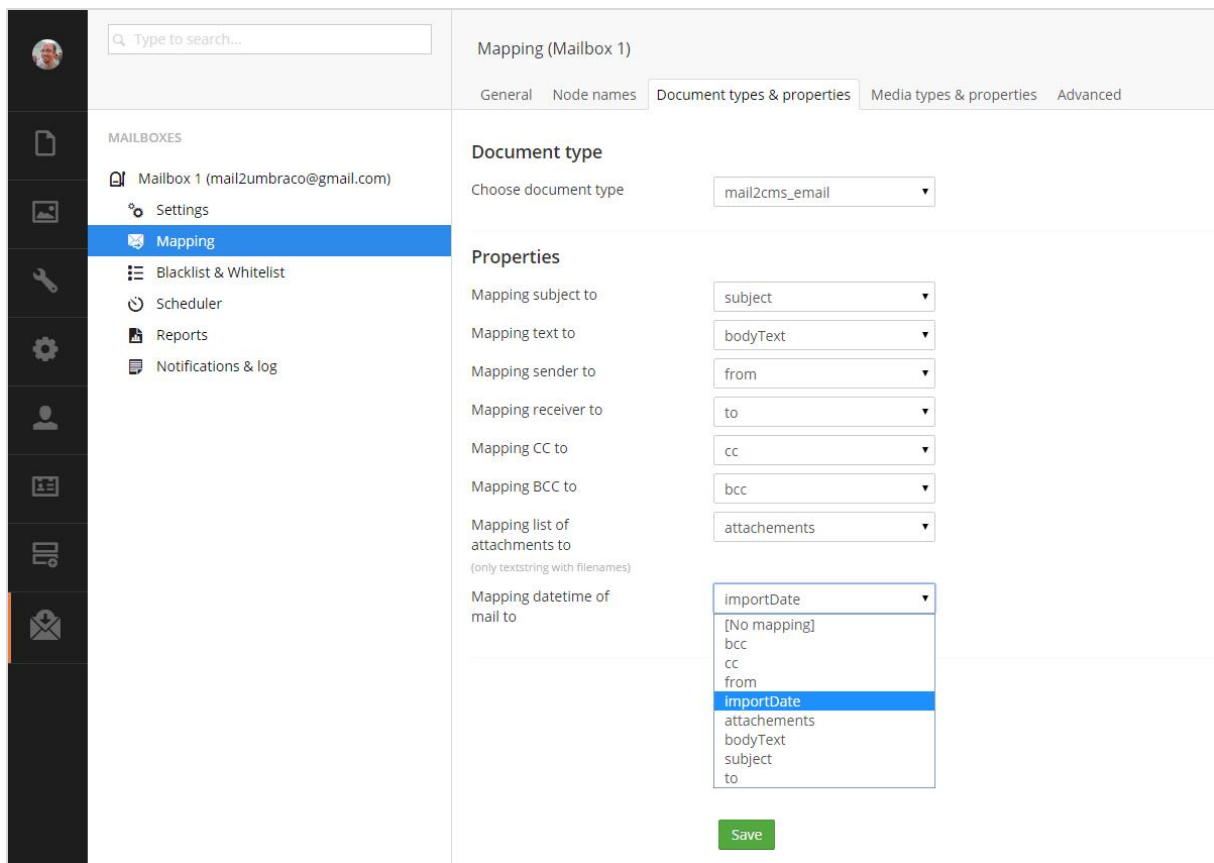


Figure 18: Mapping –Static –Document types & properties

6.1.6 Media types & properties

You can choose which media types to be used to store the attachments and embedded images of emails and in which properties the data is to be stored. This function is not available if you have chosen **Content** in **Section** (see 6.1.1 b)).

The configuration for images and files are the same.

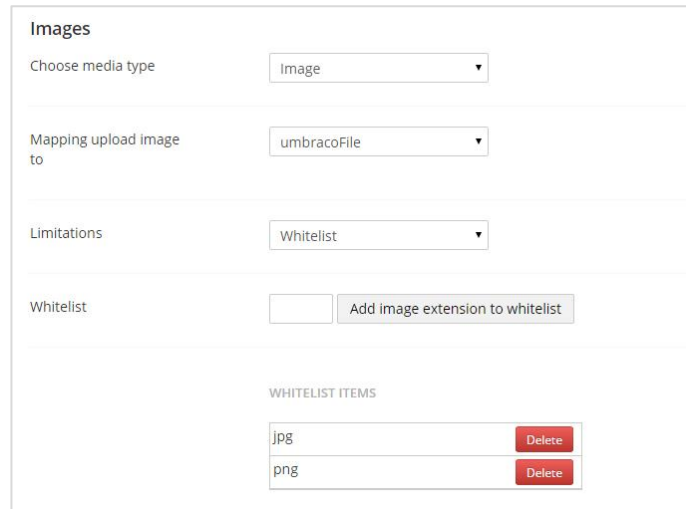
- a. Choose Media type/file type: Select any existing Media type of your choice for images and for other files.

***Hint:** If you will use the standard media types of umbraco, then select for images the media type "Image" and for files the media type "File".*
- b. Mapping upload image/file: You can assign the image/file to the properties of the selected document type. This property must be an upload field or something similar.

***Hint:** If you will use the standard media types of umbraco, then select for images and files the property "umbracoFile"*
- c. Limitations:
 - None: all images/files will be imported.
 - Whitelist: only images/files with the file extensions in whitelist will be imported.
 - Blacklist: images/files with the file extensions in blacklist will not be imported.

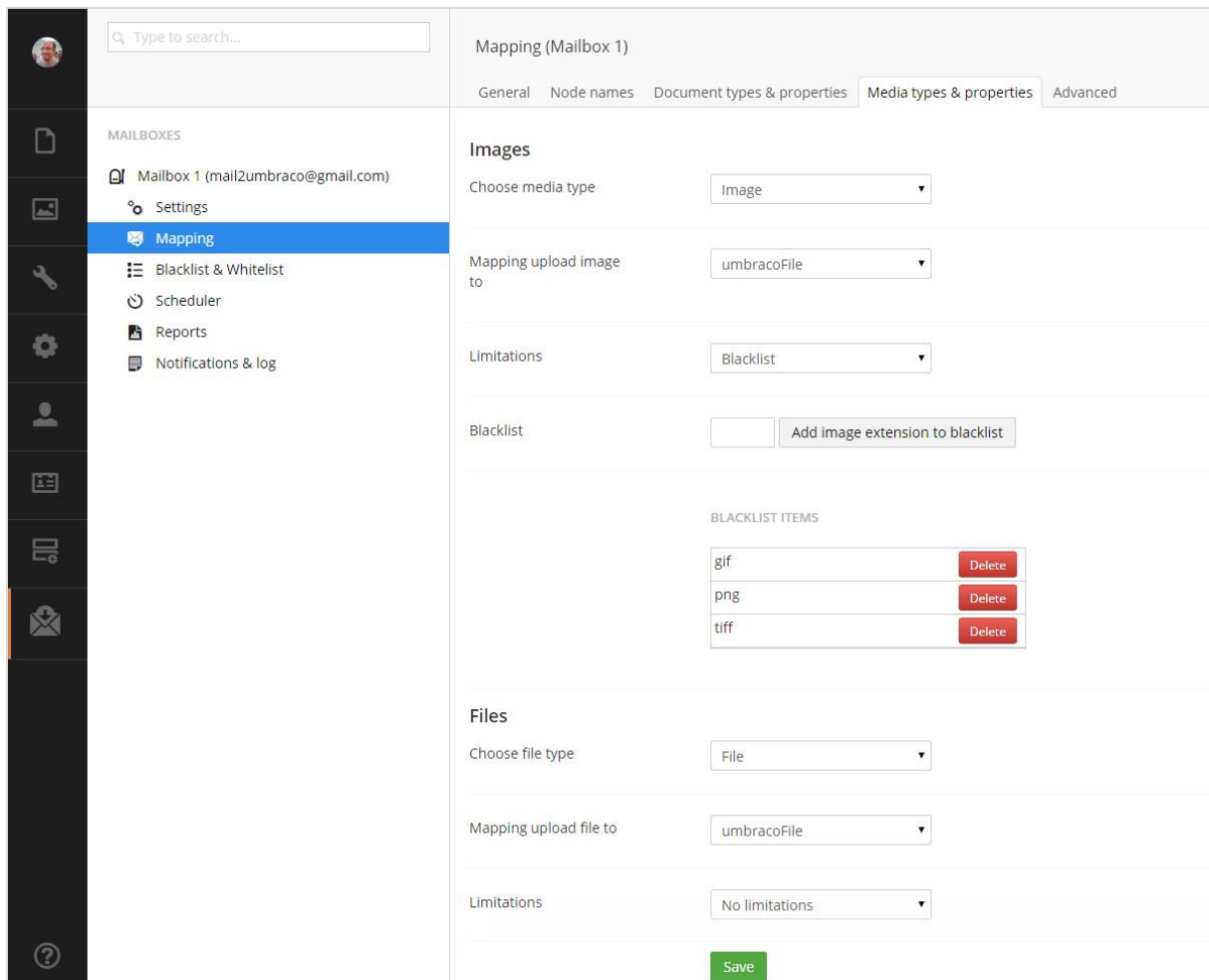
d. Whitelist or Blacklist:

It's just the selected list active. You can simple add a file extension to the active list. You can also remove any file extension from the list again.



WHITELIST ITEMS	
jpg	Delete
png	Delete

Figure 19: Mapping –Static –Media types & properties – Whitelist/Blacklist



BLACKLIST ITEMS	
gif	Delete
png	Delete
tiff	Delete

Save

Figure 20: Mapping –Static –Media types & properties

6.1.7 Advanced - User

You can select which user should be used to create the content and media nodes. Per default the user is used with id 0.

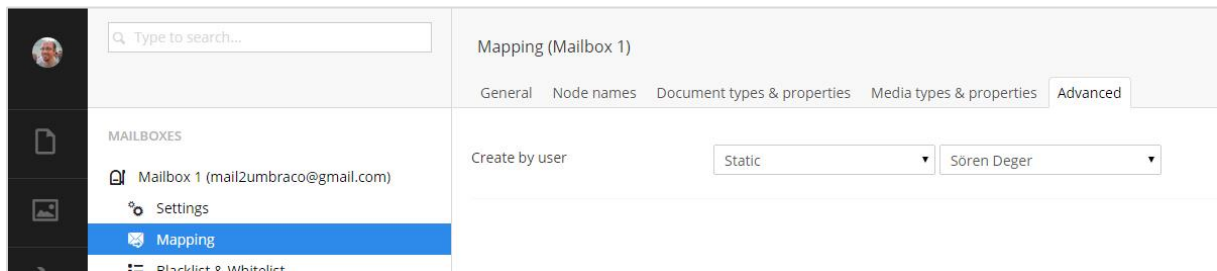


Figure 21: Mapping –Static –Advanced (User)

6.2 Dynamic mapping

With dynamic mapping you have a powerful tool. You can define own keys to use in subject of emails to set the parent node dynamically in content and media section of umbraco. You can also set the node name variable, and set the user to create the nodes in the same way.

For example:

With a corresponding configuration of dynamic mapping this subject of an email causes that the email is saved underneath the content node with id 4567 and attachments underneath the media node with id 6789. The create user is user with id 7:

Subject: `Welcome to mail2cms projectId=4567;files=6789;user=7;`

6.2.1 General - General

- | | |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Type: | Static or Dynamic: choose “Dynamic” to use dynamic mapping |
| b. Section: | Section to save the imported emails: <ul style="list-style-type: none">- Content: only meta data and text of email will be saved. Attachments or embedded images will not be saved.- Content & Media: meta data, text of email and attachments (and embedded images) will be saved.- Media: only attachments and embedded images will be saved. |

6.2.2 General - Dynamic

- | | |
|-----------------------|-------------------------------------------------------------------------------------------------------------|
| a. Subject operator: | Allocation sign for key and value. In the example above this is the char = in the subject line of an email. |
| b. Subject separator: | Separator after key-value pair. In the example above this is the char ; in the subject line of an email. |

6.2.3 General - Content

This is hidden if you have choose **Media** in **Section** (see 6.2.1 b)).

- a. Name of key in subject: Freely selectable key, which is included in the subject line of an e-mail. In the example above this is the string **projectId**.
- b. Key for destination node is related: You have two options:
- **Nodeid**: This will use the umbraco node id. In the example above this is the nodeid 4567
 - **Custom unique property**: You can select any existing property. This property must contain an unique value.

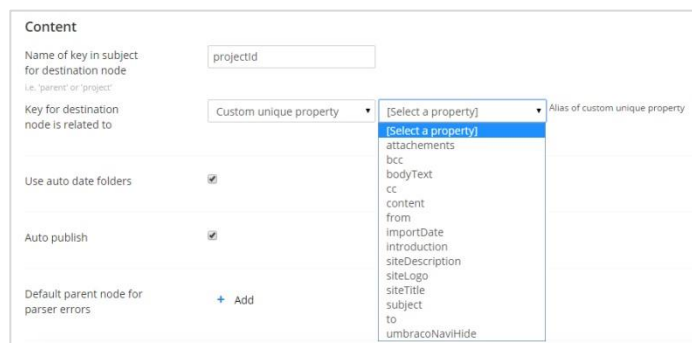


Figure 22: Mapping –Dynamic –General - Custom unique property

- c. Use auto date folders: If true it will automatically create year, month, and day folders under the parent node to store the emails.
- d. Auto publish: If true the new content nodes for every email will be published after import.
- e. Default parent node for parser errors: When using dynamic mapping it is possible that emails are not parsed correctly, e.g. if a content node id is specified in the subject line of an email, but which do not exist in umbraco. In this case, a node must be selected via a Content Picker, under which all emails can be stored, which can not be parsed correctly.

6.2.4 General - Media

This is hidden if you have chosen **Content** in **Section** (see 6.2.1 b)).

- a. Name of key in subject: Freely selectable key, which is included in the subject line of an e-mail. In the example above this is the string **files**.
- b. Key for destination node is related: You have two options:
- **Mediaid**: This will use the umbraco node id. In the example above this is the mediaid 6789
 - **Custom unique property**: You can select any existing property. This property must contain an unique value.

- c. Use auto date folders: If true it will automatically create year, month, and day folders under the parent node to store the attachments and embedded images of emails.
- d. Use unique related contentId folders: If true it will automatically create an unique folder for every imported email in media section.
- e. Default parent node for parser errors: When using dynamic mapping it is possible that emails are not parsed correctly, e.g. if a media node id is specified in the subject line of an email, but which do not exist in umbraco. In this case, a node must be selected via a Media Picker, under which all emails can be stored, which can not be parsed correctly.

The screenshot shows the 'Mapping (Mailbox 1)' configuration page in Umbraco CMS. The left sidebar lists various settings, with 'Mapping' selected. The main panel is divided into tabs, with 'General' currently active. Under the 'General' tab, the 'Type' is set to 'Dynamic' and the 'Section' is 'Content & Media'. The 'Dynamic' section contains fields for 'Subject operator' (set to '=') and 'Subject separator' (set to ';'). The 'Content' section has 'Name of key in subject for destination node' set to 'projectid' and 'Key for destination node is related to' set to 'Custom unique property'. The 'Media' section has 'Name of key in subject for destination node' set to 'files' and 'Key for destination node is related to' set to 'MediaId'. There are checkboxes for 'Use auto date folders', 'Auto publish', and 'Use unique related contentId folders'. A 'Default parent node for parser errors' is set to 'Parser Errors'. A green 'Save' button is located at the bottom right of the settings panel.

Figure 23: Mapping – Dynamic – Content & Media

6.2.5 Node names

You can define how the node name to be composed. This function is the same as we will be described in chapter 6.1.4 (Static mapping – Node names).

In addition, there is the following option in dynamic mapping:

eMail & Attachments:

- **Subject key:** Freely selectable key, which is included in the subject line of an e-mail. To use this function, click on “Subject key” and you will see a new input field. In this field you can enter your new key. Click on “Insert key” and this is added in the input field above. You can insert unlimited custom subject keys for node names.

The screenshot shows the 'Mapping (Mailbox 1)' configuration window. On the left is a sidebar with a search bar and a list of options: MAILBOXES, Mailbox 1 (mail2umbraco@gmail.com), Settings, Mapping (highlighted), Blacklist & Whitelist, Scheduler, Reports, and Notifications & log. The main area has tabs: General, Node names (selected), Document types & properties, Media types & properties, and Advanced. Under the 'Node names' tab, there are two sections: 'eMail' and 'Attachments'. The 'eMail' section has a text input field containing '[#currentNumber] - [#subject] - [#subjectKey:title]' and a row of buttons: 'Subject key', 'Current number', 'Sender', 'Receiver', 'Subject', and 'Name of r'. The 'Attachments' section has a text input field containing '[#attachmentNumber] - [#subject]' and a row of buttons: 'Subject key', 'Filename', 'Related contentId', 'Attachment number', and 'Send'. Below these buttons is a 'newKey' input field and an 'Insert key' button.

Figure 24: Mapping –Dynamic - Node names

6.2.6 Document types & properties

You can choose which document types to be used to store the emails and in which properties the data is to be stored. This function is not available if you have chosen **Media** in **Section** (see 6.2.1 b)).

This function is the same as we will be described in chapter 6.1.5 (Static mapping – Document types & properties).

6.2.7 Media types & properties

You can choose which media types to be used to store the attachments and embedded images of emails and in which properties the data is to be stored. This function is not available if you have chosen **Content** in **Section** (see 6.2.1 b)).


This function is the same as we will be described in chapter 6.1.6 (Static mapping –Media types & properties).

6.2.8 Advanced - User


You can select which user should be used to create the content and media nodes. Per default the user is used with id 0.


a. Create by user:


- **Static:** Select a specific user for all emails.
- **Dynamic:** Enter your freely selectable key, which is included in the subject line of an e-mail.



MAILBOXES

 Mailbox 1 (mail2umbraco@gmail.com)

 Settings

 Mapping

Mapping (Mailbox 1)

General

Node names

Document types & properties

Media types & properties

Advanced

Create by user

Dynamic

▼

user

Subject key

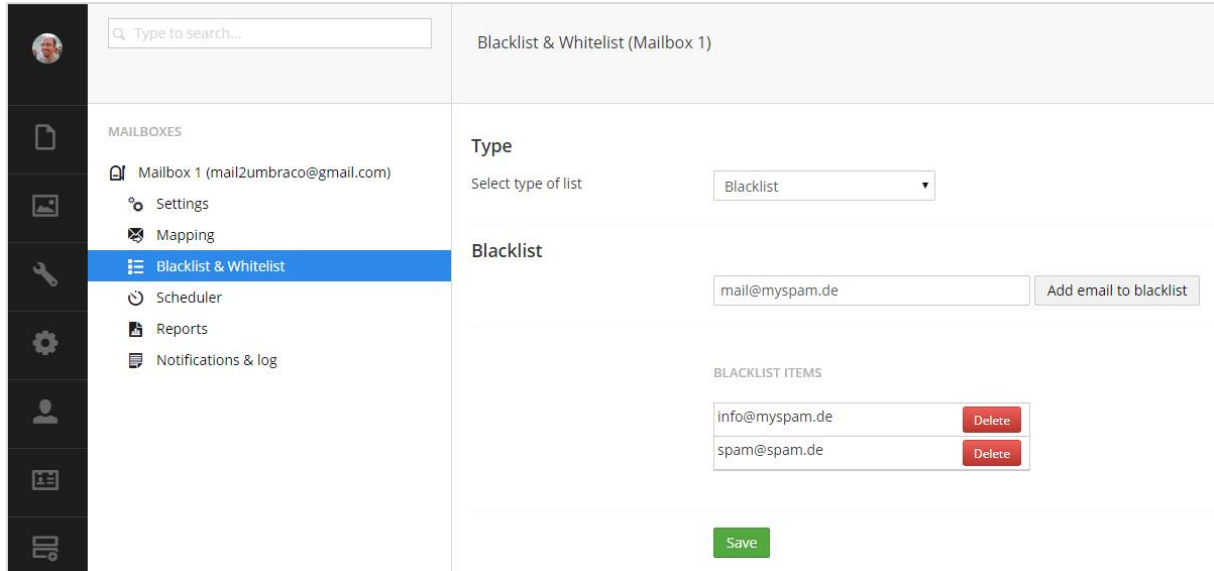
Figure 25: Mapping –Dynamic –Advanced (User)

7. Blacklist & Whitelist

You can use a simple blacklist or whitelist to determine whether emails are to be imported from certain senders or not.

First you need to select a list. Then you can easily add email addresses and they also remove from the corresponding list.

Only the selected list will include in the import.



The screenshot shows the 'Blacklist & Whitelist (Mailbox 1)' interface. On the left is a sidebar with a search bar and a menu under 'MAILBOXES' containing: Mailbox 1 (mail2umbraco@gmail.com), Settings, Mapping, Blacklist & Whitelist (highlighted), Scheduler, Reports, and Notifications & log. The main area has a 'Type' section with a dropdown menu set to 'Blacklist'. Below this is a 'Blacklist' section with a text input containing 'mail@myspam.de' and an 'Add email to blacklist' button. Further down is a 'BLACKLIST ITEMS' section with a table listing 'info@myspam.de' and 'spam@spam.de', each with a 'Delete' button. At the bottom is a green 'Save' button.

BLACKLIST ITEMS	
info@myspam.de	Delete
spam@spam.de	Delete

Figure 26: Blacklist & Whitelist

8. Scheduler

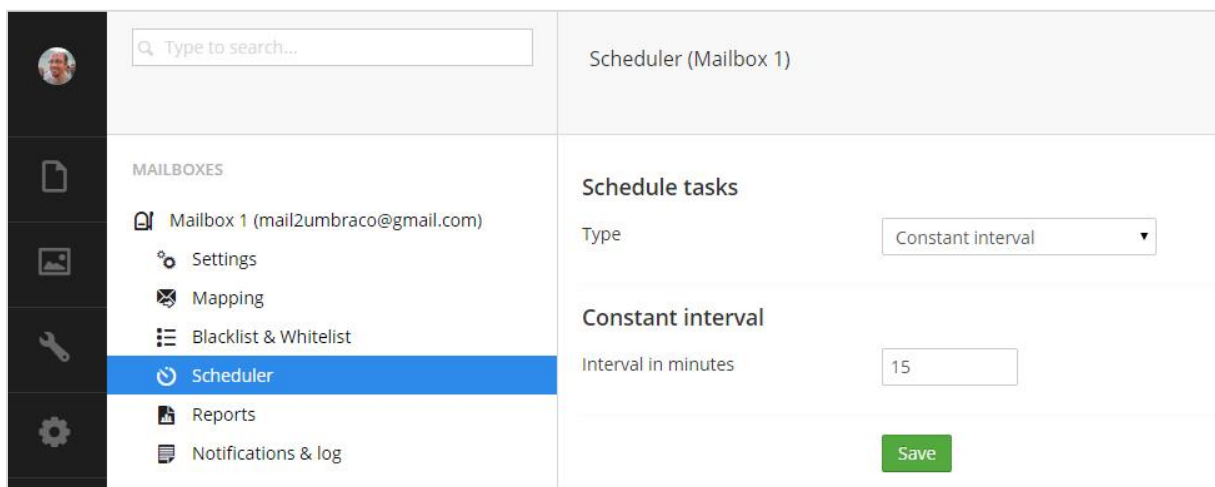
The import can be performed automatically at a regular time interval. The scheduler uses the default scheduler from umbraco. If there is not working, please see chapter “Troubleshooting”.

You can choose between interval, week days and month days. Only the selected type will perform the automatically import.

8.1 Interval

You can enter a time interval in minutes for receiving emails of this mailbox.

Hint: The interval must be a minimum of 5 minutes.



The screenshot shows the Mail2CMS interface. On the left is a sidebar with a search bar and a menu under 'MAILBOXES' containing: Mailbox 1 (mail2umbraco@gmail.com), Settings, Mapping, Blacklist & Whitelist, Scheduler (highlighted in blue), Reports, and Notifications & log. The main content area is titled 'Scheduler (Mailbox 1)'. It has a 'Schedule tasks' section with a 'Type' dropdown set to 'Constant interval'. Below this is a 'Constant interval' section with an 'Interval in minutes' input field containing the value '15'. A green 'Save' button is at the bottom right.

Figure 27: Scheduler – Constant interval

8.2 Week days

You can create unlimited schedule tasks for specific recurring weekdays and times for receiving emails of this mailbox.

Every task must have a title, at least one selected day and a specific time. In the task overview list below you can activate, deactivate and delete the tasks. In this overview you see also the last import date for each task.

Scheduler (Mailbox 1)

Schedule tasks

Type Week days

Week days

Title My new thursday import task

Days

☐ Monday
☐ Tuesday
☐ Wednesday
☒ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Time 12:00

Add Task

Tasks

Active	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Time	Title	Last call		
✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06:00	Mon & Wed	-	deactivate	Delete
✗	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17:00	weekly friday import	-	activate	Delete
✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09:00	weekend import	-	deactivate	Delete
✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01:00	daily nightly import	-	deactivate	Delete

Save

Figure 28: Scheduler – Week days

8.3 Month days

You can create unlimited schedule tasks for specific recurring month days and times for receiving emails of this mailbox.

Every task must have a title, a selected month day and a specific time. In the task overview list below you can activate, deactivate and delete the tasks. In this overview you see also the last import date for each task.

Scheduler (Mailbox 1)

Schedule tasks

Type Month days

Month days

Title Last month import

Day last day

Time 18:00

Add Task

Tasks

Active	Day	Time	Title	Last call		
✗	1.	06:00	First import	-	activate	Delete
✓	15.	17:39	Import 15	-	deactivate	Delete
✗	21.	12:00	Regular Import 21	-	activate	Delete
✓	last day	18:00	Last month import	-	deactivate	Delete

Save

Figure 29: Scheduler – Month days

9. Reports

mail2cms comes with a very simple bar chart for visualize the most wanted informations:

- Imported mails
- Imported & failed mails
- Failed imports
- Failed imports (details)
- Scheduled tasks

Hint: This feature is most likely to be replaced in a future release by another chart plugin.

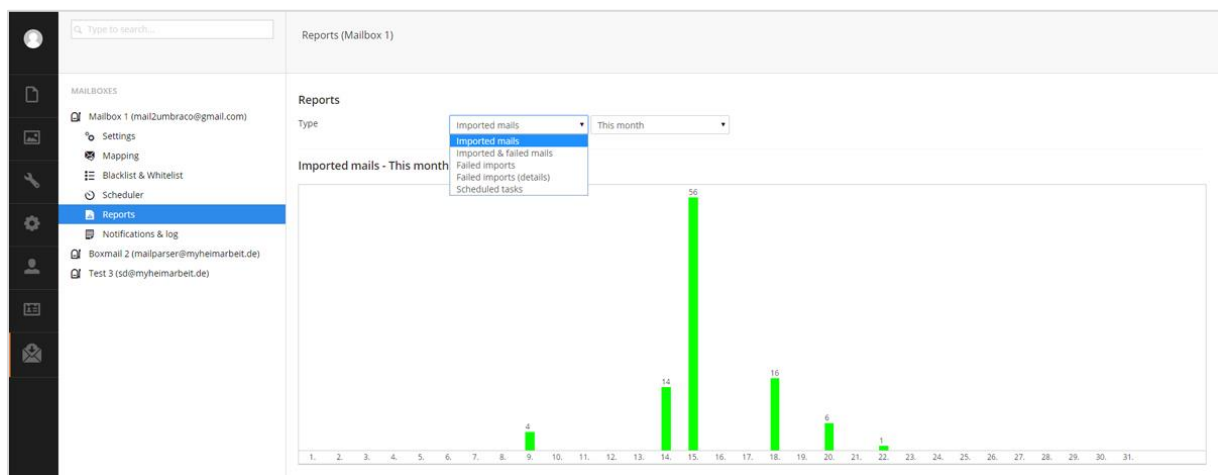


Figure 30: Reports

10. Notifications & Log

mail2cms have its own notification & log service. You can choose which events are write to an own log file and which events trigger an email. Per default only parser & general errors are written to the log file. You can find this log file in \App_Data\Logs\mail2cms.log.txt.

10.1 Notifications & log settings

You can activate log & email triggering for the following mail2cms events:

- General errors
- Parser errors
- eMail blacklisting
- Success: import mailbox
- Success: import mail
- Success: import attachments
- Attachment blacklisting
- Import details (Please use only for debugging, import is very slow)
- Actions after import
- Backup

Hint: Please use this careful. The number of options you choose has a major influence on the duration of the imports.

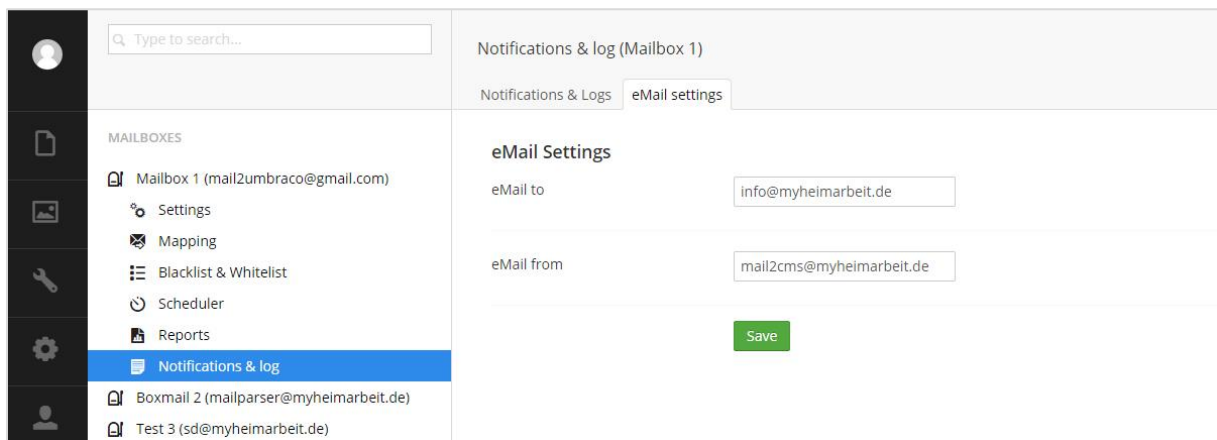
Notifications & log (Mailbox 1)		
	Mail notifications	Log file
General errors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parser errors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
eMail black listing	<input type="checkbox"/>	<input type="checkbox"/>
Success: Import mailbox	<input type="checkbox"/>	<input type="checkbox"/>
Success: Import mail	<input type="checkbox"/>	<input type="checkbox"/>
Success: Import attachments	<input type="checkbox"/>	<input type="checkbox"/>
Attachment black listing	<input type="checkbox"/>	<input type="checkbox"/>
Import details	<input type="checkbox"/>	<input type="checkbox"/>
Actions after import	<input type="checkbox"/>	<input type="checkbox"/>
Backup	<input type="checkbox"/>	<input type="checkbox"/>

Save

Figure 31: Notifications & log – Notification & log settings

10.2 Email settings

The email notifications only works, if you have enter in this tab the sender and receiver email address for the notifications.



The screenshot shows the 'eMail settings' configuration page. On the left is a sidebar with a search bar and a list of mailboxes: Mailbox 1 (mail2umbraco@gmail.com), Mailbox 2 (mailparser@myheimarbeit.de), and Test 3 (sd@myheimarbeit.de). The 'Notifications & log' option is selected. The main area has tabs for 'Notifications & Logs' and 'eMail settings'. Under 'eMail settings', there are two input fields: 'eMail to' with the value 'info@myheimarbeit.de' and 'eMail from' with the value 'mail2cms@myheimarbeit.de'. A green 'Save' button is at the bottom right.

Notifications & log (Mailbox 1)	
Notifications & Logs	eMail settings
eMail Settings	
eMail to	<input type="text" value="info@myheimarbeit.de"/>
eMail from	<input type="text" value="mail2cms@myheimarbeit.de"/>
<input type="button" value="Save"/>	

Figure 32: Notifications & log – eMail settings

Hint: mail2cms use the smtp settings in web.config for sending emails.

11. Content Editor (Content section): Right-click import

mail2cms comes with an own right-click menu in content section. To use this function, the mailbox must be configured in mail2cms section and the mapping type must be **static**.

Per right-click on any node you can choose **mail2cms Import** directly to save emails under the selected node.

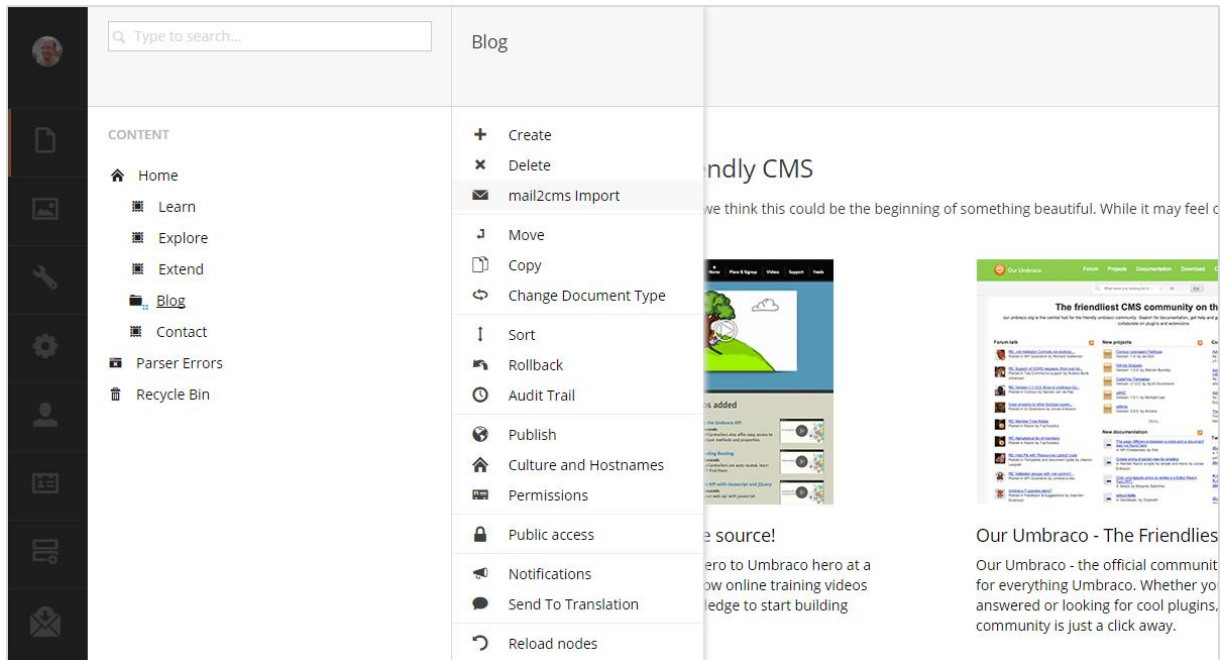


Figure 33: Right-click Import (Content section) – Context menu

Now you can choose one of your configured mailboxes. In next step the newest 20 mails from this mailbox are shown. At the end of list you can load the next 20 mails from mailbox.

If you have your mailbox configured for **media & content** section in mapping, you can choose a media node to save the attachments.

You can choose the emails for importing and after that you can click on **Import**. The selected emails are now imported.

Hint: Any configurations are not supported here, e.g. Blacklist & Whitelist.

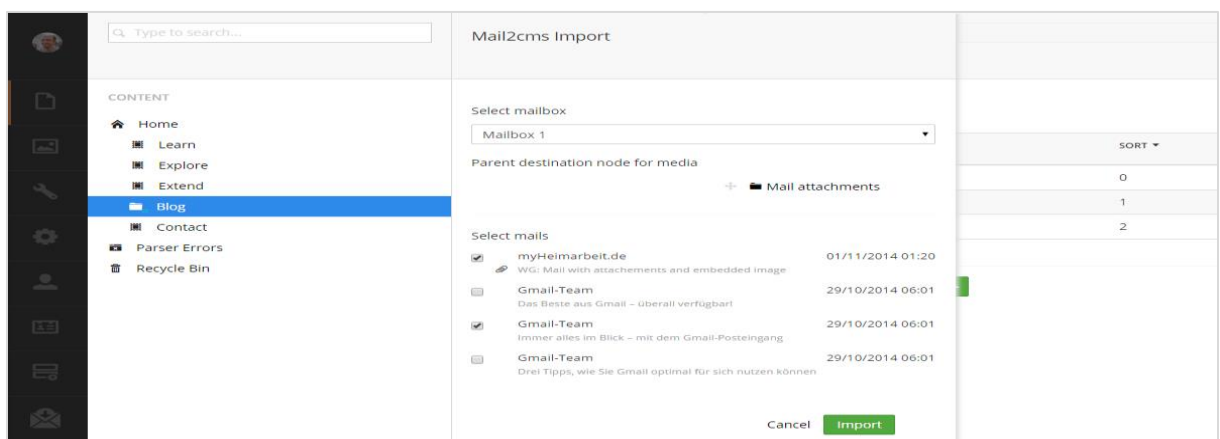


Figure 34: Right-click Import (Content section) – Import dialogue

12. Content-Editor (Media section): Right-click import

mail2cms comes with an own right-click menu in media section. To use this function, the mailbox must be configured in mail2cms section and the mapping type must be **static**.

Per right-click on any node you can choose **mail2cms Import Files** directly to save attachments of emails under the selected node.

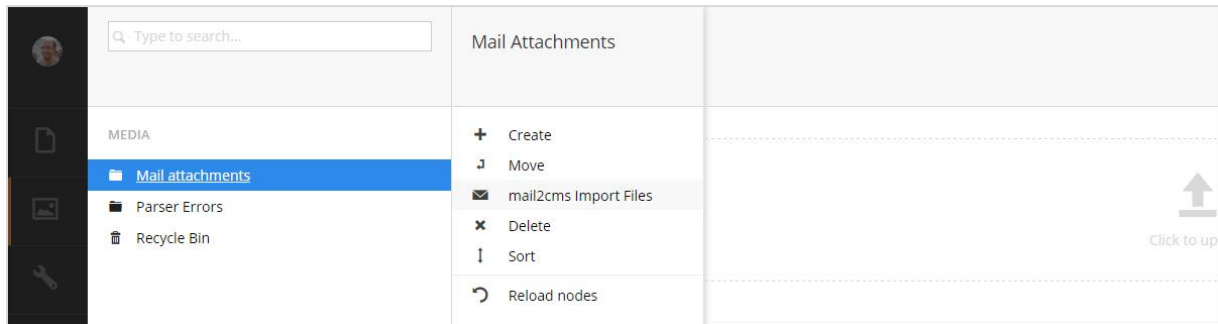


Figure 35: Right-click Import (Media section) – Context menu

Now you can choose one of your configured mailboxes. In next step the newest 20 mails from this mailbox are shown. Only emails with attachments will be shown! At the end of list you can load the next 20 mails from mailbox.

You can choose the emails for importing and after that you can click on **Import**. The attachments of selected emails are now imported.

Hint: Any configurations are not supported here, e.g. Blacklist & Whitelist.

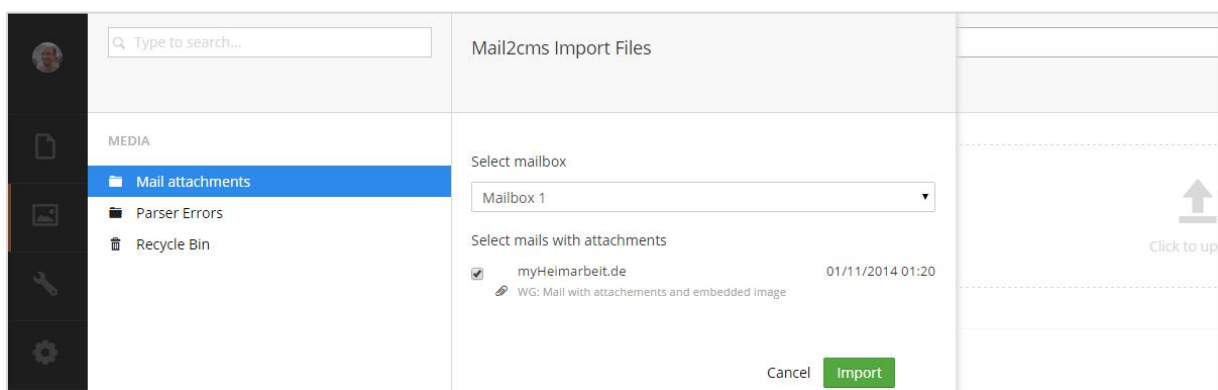


Figure 36: Right-click Import (Media section) – Import dialogue

13. Troubleshooting

13.1 Imported emails are not automatically replied to or forwarded

mail2cms use default smtp settings in the web.config file of umbraco. Please check if your smtp settings are right. Maybe this links can help you:

<http://our.umbraco.org/wiki/how-tos/verify-that-your-smtp-settings-are-not-preventing-you-from-sending-e-mail>

<http://our.umbraco.org/wiki/recommendations/recommended-reading-for-net-developers/testing-smtp>

<http://our.umbraco.org/wiki/install-and-setup/how-to-install-umbraco-on-windows-server-2008/additional-steps-for-proxy-email-setup>

13.2 Notifications mail from logging is not send

(see 13.1 – Imported emails are not automatically replied to or forwarded)

13.3 Scheduler doesn't run or stopped certain times

mail2cms use default scheduler of umbraco. First, check if there is a line like this in umbracoSettings.config in <scheduledTasks> section:

```
<task log="true" alias="mail2cmsScheduler" interval="300" url="http://localhost:60771/umbraco/api/mail2cmsApi/scheduler"/>
```

Please replace “localhost:60771” with your own domain name.

If the app pool is not running, neither will the scheduler. So for the scheduler to run good you will need to make sure your site is active. You can use a ping'er for that from another webserver or you can use the windows task planer.

13.4 mail2cms can't connect to gmail mailbox

mail2cms doesn't support 2-step verification. Maybe this will be supported in further versions.

To use mail2cms with gmail you must deactivate the 2-step verification in your gmail account:

<https://support.google.com/accounts/answer/1064203?hl=en>

13.5 The description under the labels in mail2cms is not shown correctly

There is a bug in umbraco version 7.1. It is fixed in 7.2+. You can fixed it in 7.1 version by yourself.

First, open this file:

/umbraco/js/umbraco.directives.js

and search for the directive “umbControlGroup” and change the code to this:

```

angular.module("umbraco.directives.html")
.directive('umbControlGroup', function (localizationService) {
  return {
    scope: {
      label: "@label",
      description: "@",
      hideLabel: "@",
      alias: "@"
    },
    require: '?^form',
    transclude: true,
    restrict: 'E',
    replace: true,
    templateUrl: 'views/directives/html/umb-control-group.html',
    link: function (scope, element, attr, formCtrl) {
      scope.formValid = function() {
        if (formCtrl) {
          return formCtrl.$valid;
        }
        //there is no form.
        return true;
      };
      if (scope.label && scope.label[0] === "@") {
        scope.labelstring = localizationService.localize(scope.label.substring(1));
      }
      else {
        scope.labelstring = scope.label;
      }
      if (scope.description && scope.description[0] === "@") {
        scope.descriptionstring = localizationService.localize(scope.description.substring(1));
      }
      else {
        scope.descriptionstring = scope.description;
      }
    }
  };
});

```

You can also sent the umbraco.directives.js file per email to us (info@myheimarbeit.de) and we will fix the bug in this files for you.

13.6 mail2cms section is not shown

You can activate this section in the user section for every specific user.

14. EULA

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